

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-197 **Issue Date:** 10-17-16 **Closing Date:** 11-04-16

CASA Coordinator-Court Social Worker
Yakama Nation Tribal Courts
Department of Justice Services
Hourly Wage: \$23.71/Regular/Full-Time

This is a highly responsible position and entails two separate scopes of work; including the CASA (Court Appointed Special Advocate) Coordinator work and Court Social Worker work. CASA work includes advocating for the best interests of abused, neglected and abandoned children involved in dependency proceedings. CASA's are appointed by the Yakama Nation Children's Court to advocate for the best interest of a child who is alleged or have been found to be dependent children. The CASA Program Coordinator shall provide professional staff training and support to CASA volunteers ensuring that children involved with the CASA Program receive sound advocacy and early permanency planning. The CASA Program Coordinator shall be responsible for overall supervision of volunteers and coordination of cases, including the recruitment, training and retention of CASA volunteers. The CASA Coordinator coordinates routine staffing's of cases with CASA Volunteers to ensure they are aware of all pertinent documents, orders, and deadlines. The Coordinator may be assigned CASA cases. The position works cooperatively with staff and volunteers to recommend a plan that will further the child's/vulnerable adult's best interests. The Court Social Worker portion for the position includes scheduling, performing, and providing a written report of home-studies as assigned by the court in private civil matters. Case assignments are limited to situations wherein there is no Tribal, State, or Private Case Manager assigned to offer the court insight to the home environment that is being considered for legal custody/guardianship. The employee may be required to attend and testify in court proceedings. This position requires the exercise of discretion in dealing with confidential and extremely sensitive issues before the court.

Knowledge, Skills and Abilities:

- Knowledge and skill in a legal advocacy role.
- Ability to maintain strict confidentiality and security of client and program information.
- Knowledge of the Yakama Nation Revised Law & Order Code.
- Knowledge of the Yakama Nation customs and traditions.
- Knowledge of the Indian Child Welfare Act preferred.
- Knowledge of legal systems and court procedures relating to civil and criminal law preferred.
- Ability to understand and execute complex oral and written instructions.
- Ability to communicate effectively and clearly orally and in writing.
- Ability to communicate with and work with children.
- Ability to establish and maintain effective working relationships.
- Ability to use a computer and assorted software proficiently.
- Ability to work independently and productively.
- Ability to work under stress.
- Ability to organize and prioritize workload.
- Ability to handle people problems that involve issues and adverse situations.
- Prepares monthly and annual reports.
- Perform other duties as assigned.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in legal/ Social Work or related field or four years work experience in a related field.
- Ability to pass a pre-employment drug test pursuant to the Yakama Nation Personnel Policy Manual.
- Must successfully pass a pre-employment background check. Must have no felony convictions or crimes of moral turpitude within the past 5 years and no crimes against persons, children, or vulnerable persons.

Special Requirements:

- Must be of good moral character.
- Must have case management experience.
- Must have documented experience working with other Indian tribes, state, and federal agencies.
- Travel and field work is required. The employee must have a valid WA State Driver's License, YN Tribal Permit, and Tribal Insurance
- Yakama enrolled preference.